

**GODDARD SPACE FLIGHT CENTER**

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**110      OFFICE OF HUMAN RESOURCES**

Establishes and recommends the establishment of policies and procedures which seek to promote sound and enlightened personnel management and utilization for the Center. This includes administration of all personnel management activities in accordance with all existing laws, rules, regulations, Agency policies, and negotiated agreements. Develops and administers programs to serve the interests of management, employees, and the general public in position classification and pay/merit pay administration, staffing, employee performance appraisal, employee development and training, employee recognition and incentives. Administers and serves as the focal point for Labor and Employee Management Relations. Continuously reviews personnel programs to ensure that they meet Center needs as well as legal requirements. Analyzes organization structures, reviews proposals for organizational changes, and recommends adjustments or approval where warranted. Conducts studies on a variety of subjects of specific interest to Center management. Makes statistical and descriptive studies of manpower use and management, and recommends policies for the solution to personnel problems so identified. Administers internal/institutional workforce allocation and management system. Administers employee benefits and welfare programs. Provides advice and counsel to Center management, supervisors, and individual employees regarding the above functions.

**112      WORKFORCE PLANNING OFFICE**

Analyzes and allocates GSFC manpower resources relative to present and future programs, projects, and functions. In conjunction with other elements of the Office of Human Resources, is responsible for the development and recommendation to Center management of improved workforce management concepts, policies and procedures. Develops, validates and justifies present and future manpower requirements. Prepares qualitative and quantitative analyses regarding the utilization of the GSFC workforce. Conducts statistical and descriptive studies of manpower use and management, and makes recommendations for resolution of associated personnel issues. Responsible for preparing and monitoring the Center's permanent and non-permanent budget and employment ceilings in accordance with approved Agency allocations.

Provides systems analysis support to other Human Resource functional managers. Analyzes existing systems and processes to determine effectiveness, efficiency, and regulatory compliance. Recommends process improvements, including automation alternatives, where appropriate. Serves as liaison for all intra- and inter-Agency evaluations related to human resource functional areas.

Provides automated data system support to the Office of Human Resources, including requirements analysis, system design, implementation and sustaining

**GODDARD SPACE FLIGHT CENTER**

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engineering. Serves as liaison between functional users and ADP organizations at both the Center and Agency level. Provides local area network and PC support to OHR personnel.

113

**HUMAN RESOURCES OPERATIONS OFFICE**

Provides human resources operational support to the Center in a broad range of human resources functional areas. Works directly with all levels of management in identifying and coordinating action to facilitate effective use of the Center's human resources and efficient operation of human resources programs and systems, with emphasis on developing progressive and effective approaches to Center human resources management. Coordinates closely with other elements of the Office of Human Resources to integrate efforts into a comprehensive and coordinated human resources management program for the Center. Provides direct advisory and operational support to Center officials in accomplishing classification, compensation, recruitment, staffing and placement, employee relations, performance management systems, leave and hours of duty, employee benefits and retirement, and labor relations activities. Is responsible for processing and documenting all official personnel actions on Center, including appointment and orientation activities and maintenance of Official Personnel Folders and automated human resources data for all Center employees. Carries out all actions in compliance with governing legal and regulatory requirements and Center requirements for human resources management. Provides direct support to employees in areas of employee benefits and employment/placement information. Administers the Employee Services area, a resource center for employees and outside job applicants about a wide range of human resources and related information.

In addition, provides functional focus, including policy and program development, implementation, and reporting within the Office of Human Resources in all of the above functional areas except labor relations. Evaluates actual and proposed changes in human resources policies and regulations to determine their applicability and effect on current systems. Leads in the development of alternative systems and procedures to meet the changing needs of the Center and Agency.

114

**HUMAN RESOURCES DEVELOPMENT OFFICE**

Plans and directs a comprehensive workforce development program to provide education, training, and other developmental activities in support of Goddard's mission directed at increasing employee and organization effectiveness. Identifies and pursues appropriate efforts to address Center skill needs through development of current employees by linking development efforts with workforce skill needs assessments. Also works together with other elements of the OHR and the Center

**GODDARD SPACE FLIGHT CENTER**

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to integrate development efforts with overall HR management activities consistent with the goal and strategies of the Center's Strategic Implementation Plan, particularly in areas of workforce performance, motivation and recognition. Supports the development and implementation of a continuous learning environment at the Center in order to develop a workforce with the leading edge skills and competencies necessary to fulfill Goddard's and NASA's mission. By specific Memorandum OF Agreement with the Associate Administrator for Headquarters Operations, the Office also provides a broad range of employee, management and organizational development support to NASA Headquarters.

**Organizational Development**

Provides team building, role clarification, leadership transition, organization assessment and supports such areas as retreat and conference facilitation and culture/climate surveys.

**Training and Development**

Provides training for individual employees of all skill groups, including academic education, professional development, and skills courses conducted both on-site and off-site. Administers specific training and development programs including academic incentive programs, trainee internships, and upward mobility programs.

Performs procurement and training course registration, notification of course participants, documentation, tracking and maintenance of training records and training databases, and all other actions necessary to conduct training.

Evaluates training and training program effectiveness.

**Awards and Recognition**

Administers all cash, performance, suggestion, and honorary awards granted by the Agency or Center to GSFC employees and Space Act Awards granted by the Inventions and Contributions Board/NASA Headquarters.

**Headquarters Support**

Designs, procures, and/or administers specific training and development programs and courses for Headquarters offices and employees, including academic education, professional development, specific skills enhancement, management development, and organizational development. Integrates HR development efforts at Headquarters through coordination with the HQ HR Management Division.

**GODDARD SPACE FLIGHT CENTER**

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**Metrics**

Develops appropriate metrics to track and assess training and development activities designed to assure continuously improved customer satisfaction with services delivered and to measure increased employee and organizational effectiveness through development.

The Office is the advocate and manager of Center training and awards budgets, and manages training facilities including the NASA Management Education Center, the Learning Center, and on-site computer and general classrooms at Greenbelt, Wallops Island, and NASA Headquarters.